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Publications Review Board

"Helping You Honor the Oath"

(U) PRB & Outside Activities Requests De-mystified

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(U//~~AIUO~~) A common point of confusion for many authors working through the prepublication review process is the Outside Activities request, otherwise known as Form 879. Most Agency officers are aware that AR 13-11 requires them to report various kinds of outside activities to the Office of Security, and that AR 13-10 requires all officers to submit personal publications meeting certain criteria for prepublication review. However, confusion often arises when the two requirements intersect.

(U) For current contractors or staff employees, publications, speeches, and presentations not conducted in an official, work-directed capacity are considered outside activities and require the completion of an Outside Activities request ¹. ***It is important to note that submitting an outside activities request for your publication and submitting it to the PRB for review are two separate actions.***

(U) Remember the following when submitting an outside activities request for a publication:

- If either the 'Publication' or 'Speech/Presentation' are selected as the activity type when creating an outside activities request, the Form 879 will be automatically routed to PRB for approval of that particular section of the request. The PRB will indicate in the form if a publication does not meet the criteria requiring

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prepublication review. If prepublication review is required, PRB will approve the request only after review of your publication is complete. The Outside Activities application *does not* have the functionality to enable forwarding of your publication directly to the PRB as part of the same process. It must be emailed to the PRB separately.

- To submit the publication to the PRB for prepublication review, send it as an attachment to [redacted]. In the email, indicate whether or not you have submitted an 879 Form (if required, the PRB will remind you to submit one). The submitter should receive a message confirming that PRB's review is underway.
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- When PRB's review is complete, the submitter will receive an email notifying them of the completion of the review and a reminder to receive final concurrence on the 879 request before publication. PRB staff will complete their portion of the outside activities request once the review is complete.

If you have any questions about Outside Activities requests and the prepublication review process, don't hesitate to contact us!

1. Prepublication review is not necessarily limited to these categories of outside activities. There may be other types of outside activities, such as court appearances, that involve documents (such as resumes, personal biographies, or summaries of performance evaluations) which may meet the criteria for prepublication review. Criteria requiring prepublication review is described in AR 13-10.

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